Request For Mailing
(Paychecks, Form W-2 and Earnings and Leave Statements)
(ER 37-2-10)

To: Customer Service Representative
 	
    Warren Hill
    Luemma Davis
	From:

Instructions

1. This form must be legible and correct (print or type). A new form must be submitted when changing a permanent mailing address. Inaccurate information or late submission my result in late receipt or paychecks, Form W-2 or earnings and leave statements.
2. Employees designating DD, EFT or Net Pay to financial organizations must also complete Standard Form 1199A. Earnings and leave statements will be mailed to the address listed below.
3. Form W-2 will be mailed to the W-2 address shown below.
4. This form may not be used to change a bond mailing address. SF Form 1192 must be used to change, establish, or cancel bonds.
5. Submit this form to the timekeeper for forwarding to the customer service representative.
6. This form may not be used for requesting a temporary paycheck mailing address change, (i.e. vacation or TDY).

Employee Designated Mailing Address

Name (last, first, middle initial)		Social Security Number
Activity/UIC ***	Organization Code ***	Effective Date

Mailing Address: (street address/ P.O. box)

City, State, and Nine-digit Zip Code

Check the appropriate box(es) and mail to the address shown above:

[x] Form W-2   [ ] Pay check   [x] Earnings and Leave Statement

[ ] This request cancels DD, EFT of net pay to a financial organization.

   [x] This request does not cancel DD, EFT or net pay to a financial organization.

Signature	Date